



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-693
Position Title: **Printing Plant Worker (Web Press)**
Series and Grade: KX-4401-04
Salary Range: **\$20.00 - \$21.45 Per Hour**
Promotion Potential: None
Opening Date: 10/16/08
Closing Date: 10/30/08
Location of Position: Plant Operations, Office of the Production Manager, Press Division,
Offset Press Section, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1 (7:30 a.m. – 4:00 p.m.)
Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

The incumbent performs a variety of duties in support of web press operations. Adjusts the speed and changes the delivery belts on signature packers. Uses the belt appropriate to the speed of the press, the thickness of the signature, and the type of paper. Adjusts jogger according to width of signature. Places initialed signature, and board at the beginning of each bundle. Pulls signature forward in trough to compression station, places board at the end of bundle, holds back of bundle with support brace or hand, pulls handle halfway to position pressure plate, makes final effort to square signatures and pulls handle or pushes button to compress signatures. Wraps bundles with cord strapping or chains and secure ends. Lifts bundles out of trough and stacks onto skids. On web presses with automatic bundling systems, activates squeezing, strapping, lifting, and stacking mechanisms. Assists presspersons as directed in installing and removing plates, blankets, and rollers. Washes blankets, ink fountains, wash-up trays, paste pots, plates, and rollers. Picks-up used plates, stacks, bands with metal strapping and removes to shipping section. Cleans oil and paper dust from floors and keeps work area neat and clean. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to do the work of a Printing Plant Worker (Web Press) with normal supervision.*

Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position. This includes keeping pace with machine operations, following instructions, gathering and transporting appropriate materials, and assisting journeypersons/craft persons.

HOW YOU WILL BE EVALUATED:

Applicants will be evaluated on the basis of information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to do the work of a Printing Plant Worker (Web Press) with normal supervision. **(SCREEN OUT)**
2. Skill in the techniques used to operate a compression and bundling system and ability to remove and install plates, blankets, and rollers.
3. Ability to follow oral and written instructions.
4. Ability to safely operate a power truck to transport materials and equipment.
5. Ability to make adjustments and safely monitor machines while in operation.
6. Ability to safely handle weights and loads.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete the attached Special Application Form.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

To confirm receipt of your application, call: 202-512-1117.

For Additional Information Please Contact:

HC Operations
Tyrea M. Mitchell
Phone: (202) 512-1237
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

THIS IS A PERMANENT POSITION WHICH REQUIRES CIVIL SERVICE STATUS

Special Application for the Following Vacancy:

PPW (Web Press), KA-4401-04

Plant Operations, Office of the Production Manager

Press Division, Offset Press Section, Shift 1

Vacancy Announcement Number: 08-693

Open: 10/16/08

Close: 10/30/08

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment (Please darken the circle next to your selection)			
<input type="radio"/> Temporary	<input type="radio"/> Career or Career Conditional	<input type="radio"/> Excepted (Schedule A)	<input type="radio"/> Excepted (Veterans)

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

Please PRINT LEGIBLY or TYPE.

1. Have you ever worked in a position requiring you to monitor or keep pace with machines while in operation?

Yes _____ No _____

If yes, please explain in detail:

a. What type of machines were you working with?

b. What were your responsibilities?

c. Where did you acquire this experience?

d. How long did you perform this work?

_____ Years _____ Months

2. Have you ever worked in a job which required you to remove and/or install equipment or equipment parts?

Yes _____ No _____

If yes, please explain in detail:

a. What type of equipment or parts have you removed or installed?

b. What were your specific responsibilities (please explain in detail)?

c. Where did you acquire this experience on the above equipment?

d. How long did you perform this work?

_____ Years _____ Months

3. Have you ever worked in a job where you had to follow oral or written instructions?

Yes _____ No _____

If yes, please explain in detail:

a. Give two examples of any **written** instructions you have had to follow in order to accomplish a task.

b. Give two examples of any **oral** instructions you have had to follow in order to accomplish a task.

4. Have you had experience in operating power trucks?

Yes _____ No _____

If yes, please explain in detail:

a. List the types of power trucks you have operated before.

b. What were your responsibilities in operating the trucks you listed?

c. Did you operate these trucks in a confined or open area (please explain)?

d. Where did you acquire this experience?

e. How long did you perform this work?

_____ Years _____ Months

5. Have you ever worked in a job where you had to transport materials or equipment?

Yes _____ No _____

If yes, please explain in detail:

a. What type of materials or equipment have you transported?

b. What were your specific responsibilities (please explain in detail)?

c. Where did you acquire this experience?

d. How long did you perform this work?

_____ Years _____ Months

6. Have you ever worked in a position requiring you to set up, operate, or adjust machines or equipment?

Yes _____ No _____

If yes, please explain in detail:

a. What type of machines or equipment have you worked on?

b. What were your responsibilities?

c. Where did you acquire this experience?

d. How long did you perform this type of work?

_____ Years _____ Months

7. Have you ever worked in a job which required you to observe safety rules?

Yes _____ No _____

If yes, please explain in detail:

- a. Tell about work you did where you had to observe safety rules to avoid injury to yourself and others.
- b. Tell about work you did at a machine where safety of operations or products was required.
- c. Where did you acquire this experience?
- d. How long did you perform this work?

_____ Years _____ Months

8. Have you ever worked in a job requiring you to lift heavy objects?

Yes _____ No _____

If yes, please explain in detail:

- a. What type of objects did you lift?
- b. How much (approximately) did each of these objects weigh?
- c. What were your specific responsibilities?
- d. Where did you acquire this experience?
- e. How long did you perform this work?

_____ Years _____ Months

9. Have you ever received an award while working for the Federal Government? ____ Yes ____ No

If Yes, please check the appropriate boxes below as to the type of award(s) received. For each award please specify the year(s) in which it was received and if it was a Cash Award.

NOTE: Letters of Appreciation are NOT considered awards and should not be listed.

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
___ Outstanding Performance Award	____ _	____ Yes ____ No
___ Special Achievement Award	____ _	____ Yes ____ No
___ Quality Step Increase	____ _	____ Yes ____ No
___ Approved Suggestions	____ _	____ Yes ____ No
___ Other GPO Awards (Give Names)		
_____	____ _	____ Yes ____ No
_____	____ _	____ Yes ____ No

10. Have you ever taken any courses or training that was directly related to the position for which you are applying? ____ Yes ____ No

If Yes, please complete the following:

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate Received</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____ Date: _____